



# The 68<sup>th</sup> Annual Rocky Mount Christmas Parade

Sunday, December 8, 2024 - 3:00pm in downtown Rocky Mount

To ensure the general quality of our parade, all participants are required to abide by the following rules and guidelines. Please read them very carefully. Your compliance will be greatly appreciated by your audience and the Parks and Recreation Department of the City of Rocky Mount. If you have questions, please contact Jamel Pitt, Special Events Coordinator, at 252-972-1159.

1. Participation by commercial enterprises is restricted to sponsorship of floats, bands, character balloons, and uniformed marching units.
2. The attached entry application must be completed and returned to the Imperial Centre for the Arts & Sciences (270 Gay Street, Rocky Mount, NC 27804) OR the Rocky Mount Parks & Recreation Department office on the 3rd floor of City Hall (331 S Franklin Street, Rocky Mount, NC 27802) no later than Wednesday, November 20th. Make checks payable to: City of Rocky Mount. Mail to: (Rocky Mount Parks & Recreation, Christmas Parade, P.O. Box 1180, Rocky Mount, NC 27802).
3. The \$50 entry fee (see entry application) must be paid at registration. There are NO REFUNDS.
4. All entries will be inspected prior to the parade. **Inspections will be done in the staging area.** Entries must be in their assigned spots and ready to parade no later than 2:30 p.m. You must have your parade permit.
5. For safety purposes, all children must be accompanied by an adult on anytime they are on a float.
6. No Santa Claus or Mrs. Santa Claus suits are allowed. The parade organizers will provide the parade's Santa.
7. **Throwing of candy or any object from parade entrants on moving vehicles will not be allowed. Entrants walking alongside the floats/moving vehicles may hand out candy to the public.**
8. Equine groups must be registered as a 501(c)(3) nonprofit group. All horses are required to show documentation of a negative Coggins test. Equine groups may include **no more than 10 horses.**
9. Individuals and organizations are expected to perform courteously, in good taste, and with safety in mind at all times during the parade.
10. Parade participants are expected to behave in a courteous manner.
11. Obscene gestures will not be tolerated.
12. It is the responsibility of parents with children participating in the parade to make necessary arrangements to have children met and picked up at designated points.
13. Maximum allowable height of entries is 15 feet.

14. Fire extinguishers are required on all floats.
15. For safety purposes, except for extreme/emergency purposes, no one may get on or off a float once the parade has started.
16. No parade participant will be allowed to have a loaded firearm at any time or discharge a loaded firearm.
17. No smoking or alcoholic beverages are allowed at any time before or during the parade including all staging and breakdown areas.
18. Lone riders, lone walkers or any unregistered units will not be allowed in the parade.
19. No vehicles or commercial vehicles will be allowed to accompany entries unless previously approved by the Special Events Coordinator, Jamel Pitt. Support vehicles for marching units will not be allowed to accompany units in the parade.
20. Bands are encouraged to play as continuously as possible.
21. Proper unit spacing and parade pace are critical to the quality and success of the parade. Show and drill routines by marching units are encouraged, but they must maintain the forward motion of the parade at the established pace. NO STOPPING.
- 22. Musical units must play Holiday/Christmas music.**
23. This is a Christmas parade and children are especially encouraged to participate. Commercial handmade floats are welcome, and tasteful advertising, incorporated in the holiday theme, is allowed.
24. Parade units will follow instruction from the parade staff and police officers.
25. Use of any political sign, social or political material, or improper use of the American flag is not permitted. The word, Christmas, must be spelled out, not abbreviated Xmas.
26. All entries are subject to approval by the festival coordinator.



# The 68<sup>th</sup> Annual Rocky Mount Christmas Parade Entry Application

Parade Time: Sunday, December 8, 2024 at 3:00pm

Name of Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address of contact person (physical or street address): \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Entry Description (Provide a brief, but complete description. The Parade Committee will use this description to determine whether or not your entry is accepted for the Parade. Entries not conforming to this description at the pre-parade inspection will be disqualified without refunds. Example: (20-member step team or float which is an 18 foot trailer pulled by truck decorated with hay bales with Christmas tree in the middle. Use backside of application for more space.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Indicate entry category (the fee for each group is \$50)

\_\_\_\_\_ Homemade Float - \$50.00  
\_\_\_\_\_ Specialty Unit or Other - \$50.00

Make checks payable to: City of Rocky Mount

I have read the Rocky Mount Parade rules and agree that my organization will comply. I will not hold the Rocky Mount Christmas Parade Committee and/or the City of Rocky Mount liable for accidents/injuries, which result from participation in the Rocky Mount Christmas Parade. (Application will be returned if not signed.)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Application deadline is Friday, November 22, 2024.**

Applications will not be accepted without payment of fee. Applications will not be held. NO REFUNDS.

Return application and fee to:

City of Rocky Mount  
Parks & Recreation  
Christmas Parade  
P.O. Box 1180  
Rocky Mount, NC 27802

